

Title: Council Conference and Professional Development

Policy No: 1015

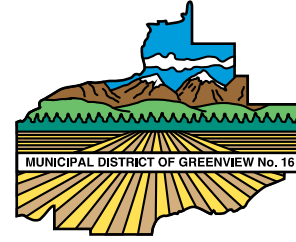
Effective Date: September 10th, 2024

Motion Number: 24.09.448

Supersedes Policy No: 1015

Department: CAO Services

Review Date: September 10th 2027



Legal References:

Not applicable

Cross References:

Bylaw 21-893 "Council Code of Conduct"
 Policy 1011 "Northern Travel Premium"
 Policy 1008 "Council and Board Member Remuneration"
 Policy 1002 "Travel and Subsistence"

Purpose: To provide a framework for Council Members to pursue professional development through attendance at conferences, workshops, seminars and educational opportunities.

1. DEFINITIONS

- 1.1. **Greenview** means the Municipal District of Greenview No. 16.
- 1.2. **Professional Development** means conventions, workshops, training, seminars, meetings and symposiums to broaden the professional capabilities of Council members.
- 1.3. **Spouse** means an individual who is living with another individual in a marriage or marriage-like relationship.

2. POLICY STATEMENT

- 2.1. Greenview encourages members of council to attend conferences and other professional development events, as these functions provide valuable learning, networking, and promotional opportunities.

3. PRINCIPLES

- 3.1. Councillors will be reimbursed for expenses and paid an honorarium in accordance with the applicable Greenview policies.
- 3.2. While attending conferences Councillors will maintain awareness of matters affecting residents, functions of the municipality and Council's strategic priorities.
- 3.3. Councillors will provide written or verbal reports to Council regarding the conferences or professional development attended during the Members Business portion of Regular Council Meetings. If a Councillor chooses to submit a written report, Administration will include the report in the Council Agenda.
- 3.4. Should a Councillor need to cancel their attendance and there are expenses relative to the registration that must be paid:

- A) In consultation with other members of Council, Administration will endeavor to find an alternate attendee from Council or Administration, where the associated costs would be allocated to the alternate attendee; or
- B) If an alternate cannot be determined, the associated costs shall be assigned to the budget for the original Councillor registered.

3.5. Greenview will pay for the travel, meal expenses, and spousal conference packages, if any, of a Councillor's spouse when attending Professional Development within Canada. Should the spouse be unable to attend the function and costs are incurred, these costs will be assigned to that Councillor's budget.

4. CONFERENCES

4.1. Each member of Council shall be provided with an equal budget and opportunity to attend the following:

- A) Rural Municipalities of Alberta (RMA) Spring and Fall Conventions.
- B) Federation of Canadian Municipalities (FCM) Annual Convention.
- C) Legal Seminars; and
- D) Other conferences and professional development events.

4.2. Each Councillor is authorized by Council to utilize their approved conference budget at their discretion. Councillors are encouraged but not mandated to attend the conferences listed in 3.1 and may decide to use their budget to attend alternate conferences and/or professional development.

4.3. In addition to the conference's budget, a budget for mandatory training requirements, such as orientation after a municipal election, will be provided when required.

5. COUNCIL RESPONSIBILITIES

5.1. Compliance with this policy is the responsibility of each Councillor in cooperation with Council as a whole. Any matter outside the provisions shall be forwarded to Council for a decision.

5.2. Councillors will adhere to the Council Code of Conduct Bylaw and any other relevant legislation when representing Greenview at conferences and professional development.

5.3. The Council is responsible for setting and approving the annual budget, ensuring it aligns with Greenview's priorities, meets transparency and accountability standards, and adheres to financial policies and regulations.

6. ADMINISTRATION RESPONSIBILITIES

6.1. Administration shall annually prepare a conference and professional development budget for Council's approval during budget deliberations.